



Community Internship Collaboration Business Proposal  
Spring, 2020

<b>Organization name</b>	Los Alamos STEAM Lab
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<b>Organization website</b>	www.lasteamlab.com
<b>Describe your organization</b>	We strive to provide a place for children and adults of all ages to tinker in the STEAM fields (science, technology, engineering, arts, and math). We offer classes on a variety of topics as well as a drop-in space for free play with Lego, robots, etc.
<b>Internship title</b>	Diversity in STEAM Intern
<b>Specific days/hours (if applicable)</b>	<a href="#">Click here to enter text.</a>
<b>What will the student learn from the internship?</b>	The workings of a small business, budget creation, program creation, grant writing, etc.
<b>What does your business need that a student intern can impact?</b>	We desire to create a Diversity Club aimed at Middle and High Schoolers who are under represented in the STEAM fields. The intern would look for sponsors, speakers, and promote the club.
<b>What project(s) will the intern work on?</b>	The intern will work to create a Diversity in STEAM Club as well as help with other projects aimed at fostering diversity in our space.
<b>What skills are required for this internship?</b>	The intern needs to be capable of self-direction and multi-tasking as the project is multi-faceted and lacks clear deadlines. The intern must also possess good interpersonal communication skills.
<b>What final deliverables will the student produce?</b>	Ideally, the internship will end with a club up and running that supports diverse students and documentation allowing it to be passed on to a part time employee (or the intern if mutually agreeable)
<b>How would you describe the primary purpose of this project? (Select one)</b>	<input type="checkbox"/> Computer Science/IT <input type="checkbox"/> Science (Biology, Chemistry, Environmental) <input checked="" type="checkbox"/> Marketing/Communications <input checked="" type="checkbox"/> Project Management <input type="checkbox"/> Accounting/Finance <input type="checkbox"/> Other
<b>If "Other", please specify</b>	<a href="#">Click here to enter text.</a>
<b>Any additional information you would like to share?</b>	As a team, most of our communication is performed via text chat using Slack. We do have hours in the lab during classes and drop-in, but the student should be comfortable with asynchronous communication.

